

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-754

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1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY DEPT. OF PUBLIC WORKS

DIVISION Central Garage

Item No.	Description	Retention OR #s
1.	<u>General Files</u> Subject arrangement of original incoming letters, memorandum and any and all other material related to the administration of the agency, bureau and/or division.	Retain five (5) years, then destroy.
2.	<u>Payroll/Time and Attendance Records</u> Federal audits may be randomly conducted which require documentation of all expenditures including payroll. These audits may make retention of <u>some</u> payroll records beyond the scheduled period necessary. These records contain copies of computer print-outs of payroll entries into the County automated system, and hard copies of time and attendance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit personnel.	Retain three (3) years, then destroy.
3.	<u>Policies, Procedures and Directives</u> Files consist of policies, procedures and directives set forth by the Department designed to influence and determine decisions, actions and other matters pertaining to the overall operation of the Department, including studies and reports conducted within the Department.	Retain permantly. Periodically transfer to Maryland State Archives.

Schedule Approved by
Records Management Officer

2/28/96
Date
Jacqueline M. Ryan
Signature

Schedule Approved by
Chief Administrative Officer

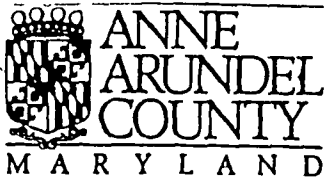
3/4/96
Date
[Signature]
Signature

Schedule Approved by
Agency/ or Division Representative

2/26/96
Date
Terrence L. Belcher
Signature

Schedule Approved by
State Archivist

[Signature]
Date
Signature



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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Item No.	Description	Retention
4.	<p><u>Vehicle Files</u></p> <p>Files contain warranty and purchasing information, complete work order history, key codes, and any information pertaining to accidents the vehicle was involved in.</p>	<p>Retain 3 years after disposal or sale, then destroy.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20734

AGENCY RECORDS INVENTORY

Page 1 Of 4

DEPARTMENT/AGENCY
Public Works

2. DIVISION
Central Garage

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
General Files

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Subject arrangement of original incoming letters, memorandum and any all other material related to the administration of the agency, bureau and/or division.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

5
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1
Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

5 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Millersville Garage

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION

5 years, then destroy

19. NAME AND TITLE OF PREPARER

Susan Shives, Clerk Typist III

20. TELEPHONE NUMBER

222-8020

21. DATE

8/12/94

1. DEPARTMENT/AGENCY

Public Works

2. DIVISION

Central Garage

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Payroll/Time and Attendance Records

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

These records contain copies of computer print-outs of payroll entries into the County automated system, and hard copies of time and attendance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit personnel.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numeral
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
9
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
1
Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Millersville Garage

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☒ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

3 years then destroy

19. NAME AND TITLE OF PREPARER

Susan Shives, Clerk Typist III

20. TELEPHONE NUMBER

222-8020

21. DATE

August 12, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 of 4

1. DEPARTMENT/AGENCY

Public Works

2. DIVISION

Central Garage

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Policies, Procedures and Directives

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files consist of policies, procedures and directives set forth by the Department designed to influence and determine decisions, actions and other matters pertaining to the overall operation of the Department, including studies and reports conducted within the Department.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerial
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

1

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

when needed

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

n/a

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Millersville Garage

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION

Retain permantly

19. NAME AND TITLE OF PREPARER

Susan Shives, Clerk Typist III

20. TELEPHONE NUMBER

222-8020

21. DATE

August 12 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20734		AGENCY RECORDS INVENTORY Page <u>4</u> Of <u>4</u>	
1. DEPARTMENT/AGENCY Public Works		2. DIVISION Central Garage		3. UNIT 	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Vehicle Files				5. EARLIEST YEAR / LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Files contain warranty and purchasing information, complete work order history, key codes, and any information pertaining to accidents the vehicle was involved in.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numercial <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>85</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Millersville Garage		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain <u>3</u> years after the sale or loss of vehicle.			
19. NAME AND TITLE OF PREPARER Susan Shives, Clerk Typist III		20. TELEPHONE NUMBER 222-8020		21. DATE August 12, 1994	